

**Student Information System Supervisor
New Hanover County Schools**

Job Description

Class: Administrative

Division: Technology & Digital Learning

TITLE: Student Information System Supervisor

QUALIFICATIONS:

1. Associate's degree in computer science or technical field or equivalent training and/or experience.
2. Five years of IT/Education Technology Project Management experience.
3. Prior Data Manager experience.
4. Valid North Carolina driver's license.

REPORTS TO: Director of Technology

JOB GOAL: Monitor and manage the district wide Student Information System for New Hanover County School District.

ESSENTIAL FUNCTIONS AND RESPONSIBILITIES:

1. Follow all rules, policies and procedures of New Hanover County Schools, along with state and federal regulations pertaining to all student information.
2. Lead Student Information System team and communicate all changes in policies and practices.
3. Lead in the creation of Student Information System training, procedures, documentation checklists and reporting criteria.
4. Participate in and conduct detailed project planning, project testing and perform risk assessments and associated risk mitigation actions.
5. Participate in local and state level technical discussions and architectural decisions for the Student Information System.
6. Coordinate project plans and manage execution of plans.
7. Build project teams and ensure the continuity of resources.
8. Attend conferences and classes to develop and maintain knowledge of database management and the student information system. Incorporate project stakeholders into the project lifecycle.
9. Communicate project status using communication plan.

10. Prepare and deliver project presentations to a diverse audience ranging from Senior Staff, Principals, Teachers, Staff, IT management and parents/community.
11. Inform and train all schools in the use of Student Information System software.
12. Coordinate sustained training for Student Information System and for new Student Information System data managers.
13. Perform related duties and responsibilities as requested by the Director or supervisor.

The above statements describe the general nature and level of work being performed by individuals assigned to this job. This is not intended to be an exhaustive list of all responsibilities and duties required of personnel so employed.

Terms of Employment: Twelve month/At Will/FLSA Exempt

Starting Salary and/or Grade: SA II

Evaluation: Performance of this job will be evaluated in accordance with provisions of the Board and local policy on evaluation of personnel.

Knowledge, Skills and Abilities:

- Demonstrate functional knowledge of Project Management, Student Information System, education technology software, general programs, policies and practices used in educational organizations.
- Effective communication and interpersonal skills; ability to communicate clearly and concisely both orally and in writing; ability to establish and maintain positive and cooperative working relationships at all levels in the district.
- Demonstrate functional knowledge of long range and strategic planning concepts; ability to simultaneously administer a variety of projects and activities.
- Demonstrate functional knowledge of technology systems (Windows), PowerSchool, SIMS or other Student Information Systems and the ability to utilize all aspects of the Microsoft Office Professional software programs.
- Demonstrate functional knowledge of student accounting practices and the ability to prepare and administer multiple project budgets.
- Demonstrate functional knowledge of and experience in managing and forecasting budgetary items.
- Demonstrate functional knowledge of assessment strategies and of principles, methods and practices of information technology management, program evaluation and public administration.
- Ability to work alone or supervise any number of personnel required to accomplish the assigned task. Coordinate, plan, meet deadlines, accomplish specific tasks, and maintain compliance with state and local policies.
- Ability to utilize all aspects of the district administrative/instructional software programs and related those to the Standard Course of Study.
- Physical ability (able to exert up to 20 pounds of force occasionally) and dexterity to perform the duties and responsibilities of the job.